



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date May 19, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 8		Date Received JUN 9 1972	Application No. 172 Date Completed JUN 16 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Division of Entomology		4. Person to Contact John Ridley	
		5. Working Title Asst. Director	6. Tel. No. 3641

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates July 1 - June 30	9. EXACT SERIES TITLE Daily Entomology Inspection Reports Field Men Daily Reports
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10. What function performed resulted in creation of this series

The Entomology Division works to eradicate and control agricultural pests and to protect home owners and farmers in purchasing plants. Inspection and reporting is a vital regulatory function of the Division in which the "Field Men DAILY REPORT" serves as a tool toward this end.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Daily Reports for Field Men

This file includes a daily inspection report showing type of work, i.e. Inspection, Survey, Certification, Investigation, Description of work performed, Daily expense report, locations and a list of inspections made during the day. These reports are filed by inspectors.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	3	4½		3	4½		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
			By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	Monthly	-	-	-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area 1 month(s) / 1 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold 1 year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or 1 year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area 1 year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>John D. Kelly</i>	Recommendations prepared by <i>John D. Kelly</i>	Approved for Division Date <i>John D. Kelly</i> 5/15/72	Records Management Officer Date <i>EDB</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>Ellis D. Liles</i>	Date 5-22-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Deputy <i>William M. Davis</i>	Date 6-15-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Deputy <i>John W. Johnson</i>	Date 6-6-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Deputy <i>Mark H. Bell</i>	Date 6/15/72